

Policy guidelines: closure of entity

**For the administration of staff members in response to the closure of the United Nations
Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) by 31 December
2023**

OHR/PG/2023/4 – 14 July 2023

Table of Contents

Page

I.	Introduction.....	4
II.	Application of ST/AI/2023/1 on downsizing or restructuring resulting in termination of appointments	6
III.	Appointment renewals and conversions	11
	Fixed-term appointments expiring on or before 31 December 2023	11
	2016–2021 Combined Continuing Appointment Exercise	11
IV.	Salary and allowances	14
V.	Leave and flexible working arrangements.....	16
	Special leave with full pay (SLWFP).....	16
	Special leave without pay (SLWOP)	16
	Annual leave	17
	Parental leave	18
	Sick leave	19
VI.	Official travel	21
	United Nations laissez-passer (UNLP)	21
	Home leave and family visit.....	21
	Rest and recuperation.....	22
	Repatriation travel upon separation.....	22
	Repatriation grant.....	23
VII.	Separation	24
	Separation upon expiration of appointments.....	24
	Termination of appointments.....	24
	Agreed terminations	24
VIII.	Pension, after-service health insurance and after-service life insurance.....	25
	Full retirement benefit.....	25
	Reduced retirement benefit (early retirement)	25
	Disability cases.....	26
	After-service health insurance (ASHI)	26
	After-service life insurance (ASLI)	26
IX.	Resources.....	27



ANNEXES:

Annex A: For information purposes: Staff member data.....28
Annex B: Communication to heads of entity29
Annex C: References.....32

I. Introduction

1. On 30 June 2023, the Security Council, in its resolution 2690 (2023) decided to terminate the mandate of the United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) under resolution [2640 \(2022\)](#) as of that date. In addition, it requested MINUSMA to immediately start, on 1 July 2023, the cessation of its operations and the transfer of its tasks, as well as the orderly and safe drawdown and withdrawal of its personnel, with the objective of completing this process by 31 December 2023. It further decided to begin the liquidation on 1 January 2024.
2. In view of the unexpected and sudden cessation of operations of the Mission, the Office of Human Resources (OHR) of the Department of Management Strategy, Policy and Compliance (DMSPC) has prepared the present document to provide authoritative interpretation and policy advice to support local management to proceed with the drawdown and the separation of the Mission's staff members.
3. These OHR policy guidelines address the application of the recently promulgated administrative instruction on downsizing or restructuring resulting in termination of appointments ([ST/AI/2023/1](#)) in the current context of a full closure and cover various human resources matters such as the renewals, terminations, leave, retirement and other matters.
4. These guidelines are intended to guide the work of the Special Representative of the Secretary-General for Mali and Head of MINUSMA and administrative staff, including human resources staff, and have been prepared so as to facilitate their work on the most important aspects of supporting staff members of the Mission and administering their entitlements during the drawdown and liquidation phases.
5. The guidelines do not take the place of the applicable Staff Regulations and Rules of the United Nations and the relevant administrative issuances which, in case of conflict with the provisions in these guidelines, shall prevail.
6. The guidelines do not address issues related to non-staff personnel. The management of contracts of non-staff personnel should be managed under the Organization's regulatory framework applicable to each type of personnel (e.g. individual contractors, consultants, volunteers).
7. For policy guidance on any specific case (for both staff and non-staff personnel), the Mission should follow the usual tier system workflow, i.e. reach out to the Department of Operational Support (DOS), as tier 2, at DOS-HR-Advice (dos-hr-advice@un.org). DOS will escalate to DMSPC/OHR, as tier 3, at DMSPC-OHR-GSPD-Policy Support ([ohr-](#)

polycysupport@un.org) those queries requiring further authoritative interpretation and policy advice.

8. These guidelines will remain under continuous review and be revised as necessary during the drawdown phase (1 July to 31 December 2023) and subsequently during the liquidation phase of the Mission (from 1 January 2024), including, but not limited to, as a result of feedback received from the Mission, concerns raised by the staff representatives of both internationally and locally recruited staff and queries submitted through the tier system.

II. Application of ST/AI/2023/1 on downsizing or restructuring resulting in termination of appointments

9. The closure of the Mission will result in the termination of appointments as a result of the abolition of posts and the terms of [ST/AI/2023/1](#) are applicable. In the specific context of the closure of MINUSMA, the policy and its corresponding [policy guidelines](#) should be applied as described below.

Staff-Management Group (SMG)

10. **Establishment of SMG.** The Head of Mission should inform staff and staff representatives that the provisions of [ST/AI/2023/1](#) are applicable and establish SMG without delay.
11. **Composition of SMG.** Given that the context for MINUSMA is a termination of mandate and that all staff in the Mission are affected, DMSPC and DOS will work together to provide support to the Mission. DOS will act as the secretariat of SMG and DMSPC will retrieve the required staff data and information from the Organization's systems (e.g. Inspira, Umoja) in order to provide the information SMG needs to make decisions on the retention groups and retention subgroups. Further, while the Head of Mission may chair SMG, DMSPC may nominate management representatives from outside the Mission, and may ask the United Nations Field Staff Union to similarly nominate staff representatives from outside the Mission. These measures are aimed at alleviating the burden of the work on the staff of the Mission who must focus at this time on the phased drawdown activities.
12. **Role of SMG. The role of SMG is to conduct a comparative review to determine in which retention group and retention subgroup** all staff members who do not have appointment limitations fall. Internationally recruited staff members who have received notice of termination and fall in retention group 1 will be flagged in the Inspira system as "downsized staff members" for priority consideration for vacant positions outside MINUSMA at their current grade level or one level below within their category. Locally recruited staff members will be separated upon appointment expiration or be terminated by the end of the drawdown phase or by the end of the liquidation phase as applicable.
13. In order to support staff members of the Mission and expedite the work of SMG, the Business Transformation and Accountability Division (BTAD) and Enterprise Resource Planning Solution Division (ERPSD) of DMSPC will generate centrally the required information, which will then be shared with the staff members for their verification, i.e. to confirm accuracy or flag any errors, if applicable, so that it may be rectified. The type of information that individual staff members will be asked to verify is displayed for information purposes in annex A.

Priority consideration flag

Provided they meet the conditions for flagging, staff members will be flagged as follows:

14. **Continuing and permanent appointments.** Staff holding a continuing or permanent appointment will be given termination notices that coincide with the separation date and will be flagged for priority consideration for three months, starting from the date of notification of termination.
15. **Fixed-term appointments.** In accordance with [ST/AI/2023/1](#), staff members holding a fixed-term appointment are normally separated upon expiration of their appointment unless they are terminated prior to the expiration date specified in their letter of appointment. Staff members on fixed-term appointments who are terminated will be flagged and benefit from priority consideration for one month, starting from the date of notification of termination.
16. **Priority consideration after end of notice period or after separation.** The priority consideration for positions applied for during the one-month or three-month period, as applicable, will remain active for all vacant positions to which staff members have applied during that period, even after the staff member separates and is no longer in active service.
17. **If a staff member is selected for a temporary job opening (TJO), the downsizing priority consideration flag will be extended for the whole duration of the temporary assignment.**

Additional measures to support the staff of the Mission

18. **Extension of closing date of job openings.** In order to increase the pool of vacancies for which the staff of the Mission may be considered on a priority basis, **all job openings (JOs) and temporary job openings (TJOs) that are scheduled to close between 10 July to 9 August have been extended, at this time, by 30 and 15 additional days, respectively.** Additional measures may be considered in due course as needed.
19. **Communication to all heads of entity.** The Under-Secretary-General for Operational Support and the Under-Secretary-General for Management Strategy, Policy and Compliance have sent a joint communication to all heads of entity requesting support for the selection of all affected staff members during recruitment exercises (see annex B).
20. **Communication to Directors or Chiefs of Administration and of Human Resources, to Executive Officers and to Business Partners.** The Global Strategy and Policy Division/OHR will deliver additional, dedicated briefings on the downsizing policy, including on the above-mentioned measures to support all affected staff members, and will appeal for solidarity from all entities.

Performance evaluation reports

21. First and second reporting officers **need to be reminded to finalize any performance evaluation reports from prior cycles that may be pending before SMG starts its work.** As part of the comparative review, SMG will have to ensure that the criterion of competence is met and for this purpose they must review the five most recent reports prior to the date of the establishment of SMG, i.e. up to the cycle for the period from 1 April 2022 to 31 March 2023. While the absence of a performance report will not negatively affect the inclusion of a staff member in retention group 1, given that staff members will be applying for positions outside the Mission, it is important to document performance, as this could be a deciding factor in selection decisions.
22. Staff and managers should ensure that there is a valid workplan in Inspira for the current performance cycle, which started on 1 April 2023, and performance evaluations should be completed prior to the date of separation.

Personal history profiles and applications

23. In order to maximize possibilities of retention, staff members should update their personal history profile (PHP) and start applying for suitable available positions at their current grade level immediately. Staff members should be reminded that under the provisions of [ST/AI/2023/1](#), priority consideration can also be given for vacant positions one level below within their category. This is to ensure that those with the downsizing priority consideration flag maximize their chances of selection under the principle of priority and on a non-competitive basis. Staff members are reminded that should they be selected for a vacant position, be it at their level or one level below, priority consideration flags for other vacant positions to which they may have applied will be removed. If selected for a position at a lower level, than the position that they held before the downsizing, the staff member will, to the extent possible, be assigned at the step that provides a net salary that is at least equal to the net salary received at the higher level. When that is not possible, the step at the lower level for which the net salary is the closest to the net salary received at the higher level will be assigned.
24. The downsizing priority consideration flags will be activated for applications submitted to vacant positions at the current level and one level below and in the same category only.
25. Staff members are also encouraged to apply for positions under the staff selection system for positions for which they will not receive priority consideration, i.e., those positions which are at a higher level than their current level, or in different categories, or in other organizations of the common system.

26. The provisions of paragraph 24 also apply to those who are not eligible for a priority flag because they are locally recruited, have appointments limited to the Mission or did not belong to retention group 1.

Retention outside the Mission

27. Staff members should be requested to communicate to SMG secretariat when notified that they have been selected for a position outside the Mission, so that SMG can effectively monitor the timing and effectiveness of the process of retention outside the Mission.

Communication campaign

28. The Head of Mission should launch an internal communication campaign, with a regular schedule of events, so as to ensure a smooth flow of information and keep all personnel updated. The communication campaign should include the following activities:¹
 - (a) Information sessions to share the applicable policy provisions of the downsizing policy and explain the criteria that determine whether or not a staff member will receive priority consideration, in order to avoid misunderstandings;
 - (b) Convening of a meeting to inform staff of the timelines, date of creation of SMG and the criteria of the comparative review, before it starts;
 - (c) Circulation of information and reminders to all personnel regarding the need to settle all open obligations and return all assets;
 - (d) Holding of staff clinics on entitlements upon separation and actions to be completed;
 - (e) Dissemination of information pertaining to non-staff personnel.
29. All communications to staff and with staff representatives (e.g. minutes, recordings, memorandums, circulars, broadcast messages and presentations at town hall meetings) and a schedule of these communications should be kept by the Mission, for instance through a dedicated Intranet page.

¹ As a general principle, staff members should be advised that there is no obligation on the part of the Organization to inform staff members of the conditions governing all their entitlements. It is the staff member's responsibility to be familiar with the Staff Regulations and Rules of the United Nations and administrative issuances. Failure to inform staff of deadlines or conditions cannot be used as the basis for staff to request exceptions to the applicable staff regulations and rules and relevant administrative issuances or waivers of overpayments at a later date.

Staff support

30. The Head of Mission should also ensure that the Staff Counsellor and other relevant offices, such as the Office of the United Nations Ombudsman and Mediation Services, are available to provide support to staff during the drawdown and subsequent liquidation phases.

31. In addition, local human resources functions may need to be repurposed and reprioritized in order to provide additional career support to staff throughout the period ending 31 December 2023 and during the liquidation phase in 2024 (for instance, career support sessions, mock interviews and guidance for the preparation of PHPs). DMSPC and DOS will provide additional career support services to the Mission, if needed.

III. Appointment renewals and conversions

32. All elements, including the Organization’s fiduciary responsibilities to Member States and operational on-the-ground realities, must be carefully weighed before granting renewals of temporary or fixed-term appointments.

Temporary appointments expiring on or before 31 December 2023

33. Internationally and locally recruited staff holding temporary appointments may have their appointments renewed if there is a need for their services to execute functions that cannot be covered by existing staff members on other types of appointments. In such situations, the appointments may be renewed **up to 31 December 2023, or up to a later date if it is determined that they will be part of the liquidation team.**

Fixed-term appointments expiring on or before 31 December 2023

34. If the Mission requires the services of internationally and locally recruited staff members holding a fixed-term appointment beyond their current expiration date, their appointments may be renewed **up to 31 December 2023, or up to a later date if it is determined that they will be part of the liquidation team.**

2016–2021 Combined Continuing Appointment Exercise

35. The ongoing review for staff members potentially eligible for consideration for conversion to a continuing appointment is expected to conclude in a phased manner for each year from 2016 to 2021. The number of potentially eligible staff from the Mission currently under consideration is 267.
36. **The Mission staff members who are potentially eligible for a continuing appointment will remain under consideration in the ongoing 2016-2021 combined continuing appointment exercise.**
37. The criteria for the review and granting of continuing appointments are set out in:
- (a) General Assembly resolution [65/247](#), paragraphs 51 to 59;
 - (b) Secretary-General’s bulletin [ST/SGB/2011/9 on continuing appointments, concerning the implementation of the provisions defined by the General Assembly in its resolution 65/247](#); and

- (c) Administrative instruction [ST/AI/2012/3](#) on the administration of continuing appointments, which sets out the procedures for the review.
38. More specifically, administrative instruction [ST/AI/2012/3](#) specifies that candidates considered for continuing appointments must satisfy the criteria set out in section 2.1 of [ST/SGB/2011/9](#) by the eligibility date indicated in the announcement of the review exercise. **Eligibility dates for the current exercise were reached well before the adoption of Security Council resolution 2690 (2023) on the closure of the Mission; thus, the closure has no bearing on the eligibility of the staff now under consideration.** Furthermore, the administrative instruction clearly provides that: “As the review is conducted on a global basis, there shall be no relation between the number of posts in the envelope per department or office and the number of staff members who could be granted a continuing appointment in that same department or office;” ([ST/AI/2012/3](#), sect. 4.2 (i)).
39. There are two phases in the continuing appointment review. The first phase is the review of staff member information to determine whether individual staff members have become eligible for a continuing appointment, and in which year they became eligible. **Phase 1 of the current review is expected to conclude in August 2023. Staff members under review will receive a notification when the eligibility phase is complete.**
40. Even if staff members satisfy all of the eligibility requirements, they may not receive a continuing appointment as there are only a certain number of continuing appointments that will be available and awarded for each year.
41. **The second phase of the exercise is expected to be conducted from August to November 2023** and will consider the number of available appointments for each year as calculated in accordance with [ST/SGB/2011/9](#). If there are more eligible staff members than available continuing appointments for a given year (2016 to 2021), staff members will be allocated points in accordance with the factors set out in the annex to [ST/SGB/2011/9](#) and will be ranked accordingly.
42. Conversion to a continuing appointment is not retroactive to the eligibility date for consideration (see [ST/AI/2012/3](#), sect. 4.2 (n)), however if staff members are awarded a continuing appointment with the Organization prior to their separation, they may subsequently benefit from an extended priority consideration period and flag for their applications to vacant positions in their category and at their current level or one level below. Such period would be adjusted from one month to three months (i.e. providing for two additional months) to reflect the new conditions of service in accordance with their new type of appointment (i.e. continuing), pursuant to section 5 of [ST/AI/2023/1](#).

43. If a decision is made not to renew the fixed-term appointment of a staff member, and the fixed-term appointment expires during the review period, the staff member's fixed-term appointment will not be extended to cover the full duration of the review period. The staff member's fixed-term appointment will end on the expiration date of their appointment ([ST/AI/2013/1](#), sect. 4.2 (l)).

IV. Salary and allowances

44. At the time of separation, the human resources partner **must** conduct a comprehensive review of all entitlements. **No separation can be processed without ensuring that all entitlements have been settled and have been paid in accordance with the applicable policy and procedural requirements.** As part of the communication campaign mentioned in paragraph 28 above, **specific sessions should be devoted to ensuring that staff members understand their entitlements so as to give them sufficient time to start gathering the requisite documentation; and to remind them to settle any outstanding obligations before their separation date or these amounts will be deducted from their final emoluments.** Staff members should be reminded of the key elements set out below. DMSPC/OHR and DOS will support the Mission in this endeavour.

Retroactivity of payments

45. Under the terms of [staff rule 3.15 \(b\)](#), staff members may claim an allowance, grant or other payment to which they are entitled only if they have made a written claim within one year following the date on which they would have been entitled to the initial payment. Staff members may not make a claim for retroactive payment beyond a period of one year. Therefore, staff members should be advised to submit any pending or outstanding claims as soon as possible and not wait until the separation date. The absence of such a communication can nevertheless not be the basis of a retroactive claim beyond the period of retroactivity provided by the staff rule.

Rental subsidy

46. Staff members who are renting accommodation should be informed that they must be prepared to present the lease and proof of payment, upon request, for the purposes of processing rental subsidy, as appropriate.

Education grant and special education grant

47. Given the uncertainty regarding separation dates, the Mission **may not be able to grant advances for the full 2023-24 school year, in order to prevent significant recoveries from staff upon their separation.** As a general rule, advances are normally prorated to the end date of the staff member's appointment, but should staff members be terminated prior to that date, the prorated advance can only cover up to the termination date.

48. Staff members should be informed of the need to approach schools in order to have them certify the relevant P.41 forms and to obtain all other proof of payment necessary to enable them to settle education grant and special education grant claims in advance of their separation. Please see annex C for additional references related to education grant and special education grants.

Salary advances

49. Any advance payments should be administered in accordance with the provisions contained in administrative instruction [ST/AI/2018/12](#), as applicable. The current schedule of recovery of salary advances should be reviewed to ensure completion before 31 December 2023 or the expected separation date, whichever comes first.

Deductions from salary

50. Staff members are reminded that under [staff rule 3.16](#), the Organization may make deductions for indebtedness to third parties and that under [staff rule 1.2 \(b\)](#) staff members must comply with local laws and **honour their private legal obligations**.
51. The Mission should ensure that deductions for accommodation provided by the Organization have been made in accordance with the applicable policy.

V. Leave and flexible working arrangements

52. Normally, staff members are expected to be separated upon travel out of the duty station, unless authorized to avail of annual leave between the initiation of their departure travel date and the effective date of their separation, in line with the additional measure providing flexibility set out in paragraph 61 below.

Flexible working arrangements (FWA)

53. Should it be deemed necessary (for instance for local operational or security reasons) during either the drawdown or the liquidation phase, **the Head of Mission, under his delegated authority, may decide** that internationally recruited staff members should leave the duty station before the effective date of their separation (see para. 81 below). In such cases, should their services still be required, **such staff members would continue to work from an alternative location under alternate working arrangements (AWA)**, so as to ensure business continuity in accordance with section 1.3 of Secretary-General's bulletin [ST/SGB/2019/3](#) on flexible working arrangements. **Since such travel will be considered "early repatriation travel", daily subsistence allowance (DSA) will not be payable.**

Special leave with full pay (SLWFP)

54. Under his delegated authority, the Head of Mission should be mindful of [staff rule 5.5 \(a\) \(iii\)](#) on special leave, which provides that: "In exceptional cases, the Secretary-General may place a staff member on special leave with full or partial pay or without pay if such leave is considered to be in the interest of the Organization".

Special leave without pay (SLWOP)

55. [Staff rule 5.5 \(c\)](#) provides that: "The Secretary-General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are within 2 years of reaching the applicable qualifying age for an early retirement benefit under article 29 of the Regulations of the United Nations Joint Staff Pension Fund and 25 years of contributory service, or who are over that age and within 2 years of 25 years of contributory service."
56. Accordingly, under his delegated authority and pursuant to [staff rule 9.8 \(d\) to \(f\)](#), the Head of Mission, upon application by an eligible staff member, may proceed to place the staff members who are in this situation on SLWOP for pension bridging purposes. Part or all of

the termination indemnity due to the staff member will be withheld and used by the Organization to pay both the staff member's and the Organization's contribution to the United Nations Joint Staff Pension Fund (UNJSPF) covering the full period of SLWOP. In these instances, it must be ensured that the funds for these purposes are properly committed and set aside, as the liquidation budget will not have the funds for such commitments. The staff member is to acknowledge that effective from the date they commence SLWOP, they have severed all ties with the Organization, except for the status of being on SLWOP for pension purposes, and that all their entitlements from the Organization, will be fixed and finally settled on the basis of their status as of the date they commence SLWOP.

Annual leave

57. **The Mission should immediately audit all monthly and annual time statements for all staff members. All staff members are to update any prior leave and certify any pending statements.** In order to expedite the payment of separation entitlements, staff should review and self-certify any forthcoming monthly statement **by the 5th of the following month** to ensure that there is no delay at the time of separation. The Mission should also request all time managers to approve any prior request for annual leave currently pending in Umoja and to approve any forthcoming leave request from their staff in a timely manner and prior to the start of such leave.
58. Commutation of any accrued unused annual leave balance upon separation and termination will not be possible unless staff members are up to date with the certification of all monthly and annual statements at the time of separation. Further, payment of accrued unused annual leave at the time of separation is governed by [staff rule 9.10](#), which provides that it cannot exceed:
 - (a) 18 days for staff members holding a temporary appointment; and
 - (b) 60 days for staff members holding a fixed-term, continuing or permanent appointment.
59. Pursuant to [staff rule 4.18 \(c\)](#), when a staff member is re-employed within 12 months after separation from any United Nations common system organization and is given a new appointment, payment on account of commutation of unused accrued annual leave, if applicable, upon separation from the subsequent appointment is adjusted so that the unused annual leave balance, if any, that may be payable under the subsequent separation does not exceed the maximum number of accrued unused annual leave days that would have been payable had the staff member's service been continuous.
60. Accordingly, staff members should be reminded of the above maximum number of days for commutation and encouraged to avail of any annual leave accrued beyond such maximum,

as there cannot be any exception to the number of days commuted. The Mission should remind managers to exercise flexibility in approving staff members' annual leave requests for the remainder of the year, subject to exigencies of service and operational needs in relation to the drawdown activities. Annual leave may be approved when a staff member has been authorized to work at a remote location outside the duty station (see para. 53 above).

61. **As an additional flexibility measure, staff members may be allowed to initiate travel on separation** (see para. 81 on "Early repatriation travel") **and to use annual leave days between the departure date and the expiration date of their appointment.** Failure to inform staff members of this flexibility measure should not be the basis for a subsequent claim.
62. Upon separation from service, staff members who have taken advance annual leave shall make monetary payment to the Organization or an offset against any payments due from the Organization in respect to the advance leave taken pursuant to [staff rule 9.11](#), unless the authorized official (Head of Mission for staff up to and including the D-2 level) decides to waive the payment or recovery. **The Mission should immediately review such cases and analyse whether staff members will be in such a situation at the date of expiration of their appointments or as of 31 December 2023, or as of a later date** (i.e. if the staff member concerned is retained as part of the liquidation team during 2024), **as applicable; and if so, inform them without further delay.** Failure to inform staff promptly should not be used as the basis for a claim to waive the recovery.
63. Further, the Mission must inform managers that they may no longer approve any advanced annual leave for any staff member above the number of annual leave days that the staff member may be able to accrue by their anticipated separation date, as applicable, based on their type of appointment.

Parental leave

64. The new parental leave entitlements are governed by new provisional [staff rule 6.3](#) and the recently promulgated administrative instruction [ST/AI/2023/2](#).
65. In the case of staff members who become parents by giving birth and whose parental leave has started prior to the expiration of the fixed-term or temporary appointment but has not been completed during the appointment, the appointment shall be extended to cover the full duration of the 26-week parental leave entitlement, to be taken in one continuous period.

66. In the case of staff members who become parents without giving birth and whose fixed-term appointment is due to expire during the first eight weeks following the birth or adoption of the child, the appointment will be extended to cover a maximum period of eight weeks of parental leave, to be taken in one continuous period from the date of the child's birth or adoption.
67. In the case of staff members who become parents without giving birth and whose temporary appointment is due to expire prior to the completion of parental leave, the temporary appointment **shall not** be extended solely for the purpose of taking parental leave.
68. In the case of staff members whose appointment is **terminated**, there will be no extension of appointment beyond the effective date of termination for the purpose of availing of unused parental leave (see purpose of termination indemnity provided in para. 88 below).
69. **The Mission should immediately advise all staff members who are or will become eligible for parental leave before their anticipated separation date, that they may need to avail of their entitlements in a continuous manner or otherwise risk losing part of their entitlements, as provided in the paragraphs above. Failure to inform staff should not be used as the basis for a claim for exception at a later date.**

Sick leave

70. Staff members holding a fixed-term appointment who are unable to perform their duties by reason of health, including illness or injury, that continues beyond the date of expiration of the appointment shall be granted an extension of the appointment, after consultation with the designated medical officer, for the continuous period of certified illness up to the maximum entitlement to sick leave at full pay and half pay under [staff rule 6.2](#). Such extension shall not give rise to any further entitlement to salary increment, annual leave, sick leave, parental leave or home leave, although credit towards repatriation grant may continue to accrue if the staff member has not returned to the home country. When the staff member is being considered for a disability benefit, and paid leave entitlements have been exhausted because of a delay in the medical determination of the staff member's incapacity for further service or in the decision by the United Nations Staff Pension Committee as to whether to award a disability benefit, the staff member shall be placed on special leave with half pay until the date of such decision.
71. Staff members holding a temporary appointment who are on certified sick leave at the date of expiration of their temporary appointment shall be exceptionally granted an extension of their appointment for the purpose of allowing the staff member to utilize the balance of accrued sick leave days as at the date of expiration of the appointment. No further

extension of sick leave shall be provided, nor does the extension give rise to any further accrual of leave days, other benefits or entitlements.

72. For those staff members who have exhausted their sick leave entitlements and are eligible for consideration for a disability benefit from the United Nations Staff Pension Committee, please see paragraph 94 below.
73. Upon separation from service, staff members who have taken advance sick leave shall make monetary payment to the Organization or an offset against any payments due from the Organization in respect of the advance leave taken pursuant to [staff rule 9.11](#), unless the authorized official (Head of Mission for staff up to and including the D-2 level) decides to waive the payment or recovery. **The Mission should immediately review such cases and analyse whether any staff member will be in such a situation at the date of expiration of their appointments and if so, inform them without further delay.**

VI. Official travel

United Nations laissez-passer (UNLP)

74. In accordance with the standard operating procedure on the issuance of United Nations travel documents (December 2021), each entity will be held responsible for ensuring the return of all laissez-passer issued to its officials. **When internationally recruited staff are being repatriated, the staff member may be allowed to return home with their United Nations-issued laissez-passer if necessary, and the staff member should be given instructions for returning the document within 30 days of returning to their home country.** The document will be officially cancelled and then returned to the staff member if they so wish. **It is strongly recommended that final payment/remuneration be withheld from separating staff until all of their laissez-passer are returned for formal cancellation. It is the obligation of the requesting office to submit an incident report to the issuance office for any laissez-passer not surrendered by separating officials within 30 days of their separation.**
75. The loss or theft of a laissez-passer must be reported immediately. All laissez-passer that are reported lost, missing or stolen will be declared invalid for travel, deactivated in the database and reported to the International Criminal Police Organization (INTERPOL) to prevent unauthorized use. It is the responsibility of the Mission to inform the affected staff member or former staff member that their documents are being reported as lost to INTERPOL and that holders should never attempt to use a laissez-passer that was found after it was reported as lost, missing, or stolen. Individuals travelling on a laissez-passer that was previously reported lost or stolen risk delays and possible detention at border crossings. Any further questions on this matter can be addressed to the United Nations travel documents programme by email: untraveldocsprogrammeadmin@un.org.

Home leave and family visit

76. All the conditions for family visit travel as contained in administrative instruction [ST/AI/2000/15](#) and [ST/AI/2000/15/Amend.1](#) should be met prior to authorizing such travel, including the requirement that the staff member's service with the Organization in a location other than the place of travel is expected to continue for at least six months beyond the date of return from the family visit travel.
77. Similarly, all the conditions for home leave as reflected in [staff rule 5.4](#) and administrative instruction [ST/AI/2015/2/Rev.1](#) must be met prior to authorizing home leave travel, including the requirement that the staff member's service with the Organization or in

another United Nations common system organization is expected to continue for at least six months beyond the date of return from the home leave travel and observance of the interval between home leave travel and other types of travel namely: family visit; education grant and rest and recuperation travel.

Rest and recuperation

78. There is no change to the administration of the rest and recuperation entitlement, which continues to be governed by administrative instruction [ST/AI/2018/10](#) and [ST/AI/2018/10/Corr.1](#). In particular, in line with section 3.2 of the administrative instruction:

Rest and recuperation shall not be granted during the last 30 calendar days of a staff member's service. Staff members are required to reimburse the full cost of the most recent rest and recuperation travel unless they serve at their duty stations for a minimum of 30 calendar days upon return from rest and recuperation. Staff members shall not be required to reimburse the Organization if:

- (a) They are transferred to another duty station that is approved for rest and recuperation;
- (b) The non-observance of the 30-day requirement is at the request of the Organization, as determined by the head of office or director/chief of mission support.

Repatriation travel upon separation

79. Upon separation from service, eligible internationally recruited staff members will be repatriated at the expense of the Organization in accordance with [staff rule 7.2 \(a\) \(viii\)](#) and are entitled to unaccompanied shipment of personal effects and household goods pursuant to [staff rule 7.12](#) and administrative instruction [ST/AI/2016/4](#), or relocation grant in lieu thereof.
80. Staff members who are due for repatriation to a country where such travel is not possible, may be repatriated to an alternate country in accordance with the above-mentioned rules and administrative instruction.
81. **“Early repatriation travel”**. As a flexibility measure, internationally recruited staff members eligible for separation travel at the expense of the Organization and whose physical presence at the duty station is not required may travel on separation prior to the effective date of their separation.

Repatriation grant

82. Upon separation from service, eligible internationally recruited staff members holding fixed-term, continuing or permanent appointments may be eligible for payment of a repatriation grant subject to meeting the requirements of [staff rule 9.12](#) and the provisions of administrative instruction [ST/AI/2016/2](#). Eligible staff members should submit their claim for payment of repatriation grant in a timely manner in accordance with the provisions of [ST/AI/2016/2](#) **but no later than the allowable two years** after the effective date of separation.

VII. Separation

Separation upon expiration of appointments

83. There are no additional entitlements such as termination indemnity for separations upon appointment expiration. The Mission should follow the standard procedure for such separations.
84. **“End-of-service grant”**. The Organization’s current conditions of service do not provide for the payment of an end-of-service grant. While the International Civil Service Commission (ICSC) has recommended, on several occasions, the introduction of an end-of-service grant, under certain conditions, to be paid to staff members separating from the Organization upon appointment expiration, **the General Assembly has not approved such an allowance. Accordingly, the Secretary-General has no authority to make such payment to any staff separating from the Organization upon expiration of their appointment.**

Termination of appointments

85. The termination of appointments as a result of the cessation of the Mission’s mandate will be a termination for abolition of post and reduction of staff under [staff rule 9.6 \(c\)](#). Payment of the termination indemnity should be factored into the separation personnel action. If the notice period cannot be served, then compensation in lieu of notice is payable under [staff rule 9.7 \(b\)](#). **It is recalled that the purpose of the termination indemnity is to compensate staff for the loss of expectation of continued employment due to premature separation from service at the initiative of the Organization, including loss of any employer-provided medical insurance coverage.**

Agreed terminations

86. The Head of Mission under his delegated authority may decide to offer agreed terminations when the interest of the Organization can be demonstrated. Each request must be considered individually and documented in line with the Organization’s regulatory framework.
87. Pursuant to staff rules 4.12 and 4.13, temporary and fixed term appointments have an expiration date specified in the letter of appointment, on which date staff members would normally be separated. However, such staff members may also be terminated if their services are no longer required prior to such date.
88. Staff regulation 9.3 applies to all types of appointments, except for subparagraph (b), which is applicable only to continuing appointments.

VIII. Pension, after-service health insurance and after-service life insurance

89. **To ensure prompt settlement of final emoluments upon separation of staff members and subsequent payment of pension benefits by the United Nations Joint Staff Pension Fund (UNJSPF), the complete and timely processing of necessary actions by all responsible parties, including staff members, as appropriate, is required.**

Full retirement benefit

90. Pursuant to article 28 of the Regulations, Rules and Pension Adjustment System of the United Nations Joint Pension Fund, staff members who have reached their normal retirement age and have at least five years of contributory service at the date of separation will be entitled to a retirement benefit. For staff whose participation in the pension scheme commenced:
- (a) On or after 1 January 2014, the normal retirement age is 65;
 - (b) From 1 January 1990 through 31 December 2013, the normal retirement age is 62; and
 - (c) On or prior to 31 December 1989, the normal retirement age is 60.
91. Should the Mission be unable to obtain the necessary report from Umoja, the DMSPC-DOS Umoja joint team can assist with the provision of the list (DOS-HR-Advice dos-hr-advice@un.org).

Reduced retirement benefit (early retirement)

92. Pursuant to article 29 of the Regulations and Rules and Pension Adjustment System of UNJSPF, staff members who have reached their early retirement age and have at least five years of contributory service at the date of separation will be entitled to a reduced retirement benefit. For staff whose participation in the pension scheme commenced:
- (a) On or after 1 January 2014, the earliest date to avail of early retirement is upon reaching age 58;
 - (b) Prior to 1 January 2014, the earliest date to avail of early retirement is upon reaching age 55.
93. Please see annex C for additional references related to retirement benefits.

Disability cases

94. The next meeting of the United Nations Staff Pension Committee to review disability cases will be held in November 2023 and **22 August 2023 is the deadline** for submitting cases to the Division of Health-Care Management and Occupational Safety and Health (DHMOSH) of **staff who have already exhausted entitlements to sick leave with full pay, and/or are projected to exhaust all paid leave entitlements before 30 April 2024.**

After-service health insurance (ASHI)

95. The requirements to be eligible for ASHI, which are contained in the administrative instruction [ST/AI/2007/3](#), have been established by the General Assembly (see resolution [61/264](#) and other relevant resolutions) as outlined below. The staff member must:
- (a) Be a staff member whose entitlements are administered by the United Nations Secretariat or an affiliated United Nations common system entity;
 - (b) Be at least 55 years old or over at the time of retirement;
 - (c) Be enrolled in a contributory health insurance plan of the United Nations at the time of retirement;
 - (d) Elect to receive a monthly pension benefit; and
 - (e) Have at least 10 years of participation in a contributory health insurance plan of the United Nations under a type of appointment that is eligible for subsidized ASHI participation, **if recruited on or after 1 July 2007**; or **at least 5 years** of participation in a contributory health insurance plan of the United Nations under a type of appointment that is eligible appointment for subsidized ASHI participation **if recruited before 1 July 2007.**

After-service life insurance (ASLI)

96. The requirements to be eligible for ASLI are contained in the administrative instruction [ST/AI/2002/6](#) and [ST/AI/2002/6/Amend.1](#). The staff member must:
- (a) Be a staff member whose entitlements are administered by the United Nations Secretariat or an affiliated United Nations common system entity;
 - (b) Be at least 55 years old or over at the time of retirement;
 - (c) Be enrolled in the group life insurance plan of the United Nations at the time of retirement;
 - (d) Have at least 10 years of enrolment in the group life insurance plan at the time of retirement.

IX. Resources

Department of Operational Support

- For HR policy queries, local HR tier 1 please follow the tier system workflow and reach out to tier 2: DOS-HR-Advice dos-hr-advice@un.org with copy to Sandra Kisielski kisielski@un.org.
- For HR operational support to MINUSMA (surge support, staff communication, comparative reviews, etc.), please contact Yndira Gonzalez: gonzalez@un.org and Sandra Kisielski kisielski@un.org.

Department of Management Strategy, Policy and Compliance

Office of Human Resources:

- For staffing and career development support, please contact Leslie Cleland cleland@un.org and Kathleen Doyle doyle3@un.org.
- For learning support, please contact Zurab Elzarov elzarov@un.org and Juliana De Araujo Ribeiro ribeiro@un.org.
- For OHR Policy: please contact DMSPC-OHR-GSPD-Policy Support ohr-policysupport@un.org with copy to Geraldine Gourves-Fromigue gourves-fromigue@un.org and Ana Parrondo-Rodriguez parrondo@un.org.
- For appeals and conduct and discipline matters: please contact Matthew Sanidas sanidas@un.org and Adele Grant grant@un.org.

Annex A

For information purposes: Staff member data


Name		Last name:	
Index Number		Dept./Div./Section:	
Nationality:		Gender:	
Contract:			
Check type of contract you hold: Permanent <input type="checkbox"/> Continuing <input type="checkbox"/> Fixed-term <input type="checkbox"/>		If Fixed-term, circle if appropriate: After competitive exam/with appointment limitation	
Date of initial appointment within common system or last reappointment (if separated after initial appointment):			
Expiration date of current appointment:			
For SMG use only.			
Integrity:			
Have you had any disciplinary measures imposed in the last five years? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please provide details:			
Performance Evaluation: Please attach the reports and provide a summary below:			
Year	Rating		
SMG Comments:			
For SMG Use: Retention Group 1 / 2 / 3 (circle as appropriate)			
Reviewed By:		Date:	


Annex B
Communication to heads of entity

To: Heads of Entity

DATE: 07 July 2023

A: UN Secretariat

FROM: Catherine Pollard 
Under-Secretary-General, Department for
Management Strategy, Policy and Compliance

FOR: Atul Khare, 
Under-Secretary-General, Department for
Operational Support

SUBJECT: Closure of MINUSMA and impact on head of entity

OBJET: responsibilities under ST/AI/2023/1 on Downsizing or restructuring
resulting in termination of appointments

1. On 30 June 2023, the Security Council decided to terminate MINUSMA's mandate under resolution 2640 (2022) as of 30 June 2023. Additionally, it requested MINUSMA to immediately start on 1 July 2023 the cessation of its operations, transfer of its tasks, as well as the orderly and safe drawdown and withdrawal of its personnel, with the objective of completing this process by 31 December 2023. It further decided to begin the liquidation on 1 January 2024.
2. In view of the unexpected and sudden cessation of operations in MINUSMA, the Organization is preparing for implementation of the provisions of the recently promulgated policy on Downsizing or restructuring resulting in termination of appointments ([ST/AI/2023/1 \(English\)](#) or [ST/AI/2023/1 \(French\)](#)). The purpose of this memorandum is to remind you of your new roles and responsibilities as head of entity under this policy as communicated to you in the [memorandum dated 11 April 2023 from the Under-Secretary-General for DMSPC, attached for ease of reference](#).
3. As previously communicated, heads of entity now have shared organizational responsibility to ensure

that the procedure for consideration and selection outlined in the administrative instruction on downsizing is strictly followed. More specifically, any downsized candidates flagged for priority consideration in Inspira who apply for available positions must be reviewed on a priority and non-competitive basis before any other applicant and if suitable, they must be selected in accordance with the criteria stated in ST/AI/2023/1. Heads of entity are also reminded that failure to proceed with the selection as stated in the administrative instruction is likely to result in litigation and that any compensation that the Tribunals award as a result of lack of compliance with the procedure for consideration and selection for positions outside the downsizing entity will have to be borne by the entity who makes the decision that leads to litigation and results in the payment of damages and/or compensation.

4. Heads of entity are also reminded that when the selection of a downsized male candidate is made by an entity which is below parity, this selection will not have to be sent to the Executive Office of the Secretary-General for review under the provisions of ST/AI/2020/5 on *Temporary Special Measures for the Achievement of Gender Parity*.
5. Furthermore, when entities select downsized candidates and the selection negatively impacts their geography or gender targets in their compact, this will not be viewed negatively; and on the contrary, selection from downsized candidates, regardless of their gender or nationality, will be taken into consideration when assessing their compact for the applicable year.
6. In addition, we request that you consider favourably applications from all staff members who are affected by downsizing or restructuring leading to either separation or termination, regardless of whether they are flagged for priority consideration in Inspira.
7. In order to increase chances of selection for all affected MINUSMA staff, and to limit the financial cost that the closure of the mission will have on



the Organization's finances, a special measure has also been decided to extend the posting period for all job openings (JOs) and temporary job openings (TJOs) that are currently closing between 10 July to 9 August 2023 by 30 and 15 additional days, respectively.

8. Finally, in order to support all entities to exercise their new roles and responsibilities in adherence with the policy on downsizing, the Office of Human Resources will be scheduling shortly additional dedicated policy briefings for all entities. Please ensure that staff from your Executive Office and/or local HR team attend the briefings to ensure that they are fully aware and knowledgeable about the policy requirements and are able to advise you adequately prior to any selection decision.
9. The diligent and prudent use of financial and human resources is a shared organizational responsibility so we count on your support for the implementation of the policy and we thank you for your cooperation.

Cc: Lisa Buttenheim, ASG/OSO, DOS
Marta Helena Lopez, ASG/OHR, DMSPC
Chandramouli Ramanathan, ASG/Controller, DMSPC
Christophe Monier, Director/BTAD, DMSPC

Annex C References

The regulatory framework references, including all staff regulations and rules, administrative issuances (Secretary-General's bulletins and administrative instructions), information circulars and OHR Policy guidelines are accessible through the United Nations Regulatory Framework Policy Portal (policy.un.org) (available in English and French).

Staff Regulations and Staff Rules, including provisional Staff Rules, of the United Nations [ST/SGB/2023/1/Rev.1](#)

Downsizing or restructuring resulting in termination of appointments

- Downsizing or restructuring resulting in termination of appointments [ST/AI/2023/1](#)
- [Policy guideline on downsizing or restructuring resulting in termination of appointments](#)
- Temporary special measures for the achievement of gender parity [ST/AI/2020/5](#)

Appointment renewals and conversions

- Administration of temporary appointments [ST/AI/2010/4/Rev.2](#)
- Secretary-General's bulletin on continuing appointments [ST/SGB/2011/9](#)
- Administration of continuing appointments [ST/AI/2012/3](#)
- Administration of fixed-term appointment [ST/AI/2013/1](#) and [ST/AI/2013/1/Corr.1](#)

Salary and allowances

- Rental subsidies and deductions [ST/AI/2018/3](#) and [ST/IC/2023/9](#)
- Education grant [ST/AI/2018/1/Rev.1](#) and [ST/AI/2018/1/Rev.1/Amend.1](#) and [ST/AI/2018/1/Rev.1/Amend.2](#)
- Special education grant [ST/AI/2018/2](#) and [ST/AI/2018/2/Amend.1](#)
- Education grant and special education grant for children with a disability [ST/IC/2022/8](#) and [ST/IC/2022/8/Corr.1](#)
- Dependency status and dependency benefits [ST/AI/2018/6/Rev.1](#) and [ST/IC/2023/10](#)
- Salary advances [ST/AI/2018/12](#)

Leave and flexible working arrangements

- Flexible working arrangements [ST/SGB/2019/3](#)
- Parental leave and family leave [ST/AI/2023/2](#)

Official travel

- Family visit travel [ST/AI/2000/15](#) and [ST/AI/2000/15/Amend.1](#)
- Home leave [ST/AI/2015/2/Rev.1](#)
- Rest and recuperation [ST/AI/2018/10](#) and [ST/AI/2018/10/Corr.1](#)
- Repatriation grant [ST/AI/2016/2](#)
- Excess baggage, shipments and insurance [ST/AI/2016/4](#)

Health insurance, pension, after-service health insurance (ASHI) and after-service life insurance (ASLI)

- Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2023 [ST/IC/2023/11](#)
 - [UNJSPF-Benefit-Comparison-Chart_25-June-2019.pdf](#)
 - [Guidance-Document_UNJSPF-Benefit-Eligibility-Comparison-Chart_-Years-of-CS-and-Age-at-Separation-Date.pdf](#)
 - After-service health insurance [ST/AI/2007/3](#)
 - Life insurance [ST/AI/2002/6](#) and [ST/AI/2002/6/Amend.1](#)
-